

## **RECEIPT AND ACKNOWLEDGEMENT FORM**

The Borough Manager with the assistance of the Labor Attorney shall draft an employee handbook for the approval of the Council. Once approved, copies will be distributed and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file. The handbook will be revised and redistributed whenever there is a significant change in personnel practice or every two years.

The Borough's Receipt and Acknowledgement Form is as follows:

### **Borough of Beach Haven Handbook of Personnel Policies and Procedures Receipt and Acknowledgment Form**

By my signature below, I hereby acknowledge receipt of the Beach Haven Employee Handbook of Personnel Policies and Procedures. I acknowledge that I read the Handbook and understood its contents.

I understand that the Handbook is not a contract nor does it contain any guarantees or promises of continued employment with Beach Haven. I further understand that if I have any questions regarding the Handbook or its application, I can direct those questions to my immediate supervisor or to the Borough Manager.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Name of Employee\_\_\_\_\_

#### **IF EMPLOYEE IS UNDER 18**

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date